



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*



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Memorandum No. 2015-061

TO: School District Superintendents
Principals
Title III Directors
Technology Coordinators
Test Coordinators
ACCESS for ELLs Test Administrators

FROM: Robin Holbrook, EL Consultant,
Accountability Division

DATE: May 18, 2015

SUBJECT: Three Checklists for ACCESS for ELLs 2.0

Roles Checklist for ACCESS 2.0

WIDA developed three checklists to provide specific information to support test preparation and administration for ACCESS for ELLs 2.0 in 2015–16. These checklists are for the following roles:

1. Technology Coordinator – responsible for all technical and system setup for online testing
2. Test Coordinator – responsible for the overall coordination or test administration activities
3. Test Administrator – responsible for administering ACCESS for ELLs 2.0

These three documents are attached and posted to the ACCESS for ELLs 2.0 Preparation Resources page on the WIDA website:
<https://www.wida.us/assessment/access20-prep.aspx>.

WIDA will update these documents as needed to ensure they maintain current web links to information contained within each checklist.

For questions, contact Robin Holbrook at (307)777-5217 or robin.holbrook@wyo.gov.

Attachments:

Technology Coordinator Checklist
Test Coordinator Checklist
Test Administrator Checklist